Process	**ASSET BASIC INFORMATION**
Process Number	**AM-003**

Description of Process

This process enables the user to maintain existing asset records with either physical or financial data.

Input to Process

Corrections or new information pertaining to existing assets.

Output of Process

Updated database.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
GO	Manage Assets, Manage Assets
USE	Asset Basic Information - Update

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Navigate to the panel containing the field(s) to be updated.	Agency
Step 2a: If updating an effective-dated field, add a row. Enter the date and new data.	
Step 2b: If updating other than an effective-dated field, type new data or key over existing data.	
Step 3: Save	
Note: Most fields will be recognized by the User. Some additional explanation or comments are provided for the following fields.	
General Info 1 Panel: Fields never used: Composite Asset, Group Asset Flag	
Attributes Panel: Attribute fields may be keyed without decimals. Up to three decimal places may be entered.	
Location Panel: Fields never used: Document	
Custodian Panel: Insert a row. Accept current date or type effective date Custodian: Type Custodian name Empl Id: Optional Organization: Optional Project/Grant: Optional Authorization: Optional Name: Optional Date: Optional	
License/Register Panel: This panel will be used to record vehicle information. It may also be used for other assets.	
Acquisition Detail 2 Panel: This panel is used to view the related Purchase Order, Receiving Report or Accounts Payable. Projects Info will not be used.	

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested